

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

OTE 86-1035

25 August 1986

MEMORANDUM FOR: Chief, RECD, OL

FROM: [redacted]  
Director of Training and Education

SUBJECT: [redacted] Steering Committee

REFERENCE: 21 Aug. 1986 Memo from DDA to Office Directors,  
Same Subject

The Office of Training and Education appoints [redacted]  
[redacted] EXO/OTE, as its representative on the [redacted]  
Steering Committee. [redacted] Chief, OTE/ADM, will be  
the alternate in the event [redacted] is unable to attend any  
meeting. [redacted]

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STAT SUBJECT:  Steering Committee

Distribution:

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1 - DDA

1 - DTE Chrono

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STAT DDA/OTE  (25 Aug. 1986)

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anitized Copy Approved for Release 2012/07/26 : CIA-RDP89-00955R0			
DATE OF DOC 12 AUG 89	DATE REC'D 12 AUG 96	DATE OUT	SUSPENSE DATE
TO DIRECTOR FROM DDA SUBJ. Designation of Additional Members for the [redacted] Steering Committee			
<i>On file in O-DRE's office</i>			
1copy.			
COURIER NO.	ANSWERED	NO REPLY	

8

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BDA/REC  
LOGGED

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Designation of Additional Members for the Reston Center Steering Committee

FROM: William F. Donnelly  
Deputy Director for Administration  
7D18 Headquarters

EXTENSION

NO.

DATE

DL 13562-26  
12 August 1986

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Training and  
Education  
936 CoIC

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15.

FORM 1-79 610 USE PREVIOUS EDITIONS

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21 AUG 1986

MEMORANDUM FOR: Director of Communications  
Director of Security  
Director of Information Services  
Director of Information Technology  
Director of Training and Education  
Director of Medical Services  
Director of Finance  
Director of Personnel

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: Designation of Additional Members for the  
[redacted] Steering Committee

1. Pending Congressional approval, the Directorate of Administration (DA) will be supporting a major facility [redacted] composed of elements from the Directorate of Science and Technology (DS&T) and the DA. To date, the activities at the [redacted] have been managed by a Steering Committee consisting of senior representatives from DS&T and DA. With the pending expansion [redacted] beyond the DS&T elements, it may be necessary to change the mix of the representatives to ensure that all requirements of the occupying components are accurately identified and that all aspects of administration are covered.

2. The Steering Committee, orchestrated by the Office of Logistics, and chaired by the Chief, Real Estate and Construction Division, OL meets once a week to discuss component requirements, policy, schedule and costs.

3. It is requested that you appoint a senior member of your organization, with policy-making authorities and access to your organization, to become a member of the expanded Steering Committee and appoint representatives to work with the architect on space design. If your representative is a member of the current Committee, please reconfirm that this person will act as your representative on the expanded Committee. The designation should be forwarded by 22 August 1986 to the Chief, RECD, OL, [redacted] Upon receipt of the designations, the Chairman of the Steering Committee will convene a meeting of the Committee to begin discussion of space and personnel requirements at [redacted]

William F. Donnelly

cc: C/P&amp;PD



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STAT OL/RECD,  (11 August 1986)

**Distribution:**

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